

MINUTES OF THE REGULAR BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
FEBRUARY 27, 2019

A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held at 40 Clinton Avenue, Stamford, Connecticut on Wednesday, February 27, 2019.

Commissioner Nelthropp called the meeting to order at 6:04 p.m.

**A. Attendees**

Board Members: Courtney Nelthropp  
Richard Ostuw  
Bill McCullough  
Sheila Williams-Brown  
Susan Rutz

**Absent**

Kristella Garcia

Advisory Board Members: Adriana Ospina  
Lester McCoy

Also Present: Vin Tufo  
Natalie Coard  
Janice Tantimonico  
Jacqueline Figueroa  
Sam Fedra  
Peter Stothart  
Jamie Perna  
Marcia Bennett

**B. Approval of Minutes**

- Approval of minutes of the Regular Board Meeting of January 23, 2019.

➤ Commissioner McCullough moved, Commissioner Ostuw seconded

The minutes were approved.      Ayes: Courtney Nelthropp  
Bill McCullough                      Nays: None  
Richard Ostuw  
Sheila Williams-Brown  
Susan Rutz

**C. Public Comment** – Resident of Post House inquired about the number of security guards on duty at Post House.

**Board Committee Reports**

1. **Human Resources Committee** – Commissioners Ostuw, Rutz and Williams-Brown, Mr. McCoy, Ms. Tantimonico and Ms. Coard were in attendance at the HR Committee meeting on 2/26/2019. Ms. Tantimonico reported on several promotions: Erick Rivera to an Eligibility Specialist; Shanice Diaz to the newly created role, Project Manager/Leasing Consultant; and Daniela Franco to Building Services Associate at Wormser Congregate. New hires include: an Administrative Coordinator for the East Side, Fairgate Farm Outreach Coordinator, Part-Time Attendant at Wormser Congregate and a temporary Help Desk Technician. Ms. Tantimonico reported on current open positions: Intake Specialist, Assistant Property Manager, Custodian, Information Technology Manager and Maintenance Mechanic III. Ms. Tantimonico also reviewed the 2019 Human Resources Goals and Objectives.
2. **Operations Committee** – Commissioners McCullough and Rutz, Ms. Ospina, Ms. Figueroa, Ms. Perna, Mr. Stothart and Ms. Bennett were in attendance at the Operations Committee meeting on 2/26/2019. Ms. Figueroa provided an overview of the 12/31/18 Quarterly Operations Report and highlighted two new dashboards, displaying the Housing Choice Voucher program and Property Management activity. Ms. Figueroa noted the FY2019 Fair Market Rent (FMR) rates will be effective March 2019 and will impact COC project based properties. Mr. Stothart provided an update on Capital Improvements and Procurement. Mr. Stothart noted the changes made to the security contract with Century Protective Services and discussed the resolution to Authorize Change Order No. 3 to Contract with Century Protective Services for Added Funding and Term Extension for Security Guard Services. Ms. Figueroa further discussed the resolutions to Approve the 2019 Rent Increase for Oak Park and Lawnhill Terrace and Adopt Payment Standards for the Housing Choice Voucher Program (Section 8).
3. **Finance Committee** – Commissioners Nelthropp, McCullough, Ostuw, Williams-Brown and Rutz, Mr. McCoy, Ms. Ospina, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Mr. Fedra, Ms. Figueroa, Ms. Perna, Mr. Paulemon, Ms. Luzietti, Mr.

Arturo, Mr. Guyder and Mr. Remus of Guyder & Hurley PC were in attendance at the Finance Committee meeting on 2/26/2019. Mr. Remus presented the components of the audit report and discussed the importance of each area. The results of the audit were discussed in the areas of the financial statements, and compliance to Federal and State programs. The auditors issued no findings or management comments and issued an *unmodified* opinion. The strong net position changes in the financial statements were discussed comparing 2018 to 2017 utilizing the balance sheet, operating statement, cash flow statement and key financial ratios.

- D. Report from Executive Director** – Ms. Coard reported on the new Accuflo system implemented in January 2019 at Scofield Manor; the system is used to manage and track the administration of medications for residents. Ms. Coard noted that the staff administers over a thousand medications daily; and the new system will help to reduce errors and improve on reporting. She noted that Scofield Manor staff members have been fully trained and finds the new system efficient. Ms. Coard reported that Stamford Building 1 has verbally accepted COC’s proposal to provide affordable housing service to manage their BMR program for their newest development, “The Urby.” Ms. Coard reported that she met with committee members, Ms. Figueroa, Ms. Brown-William and Ms. Ospina, to discuss and develop a plan for Community Service engagement for the Board Development plan.
- E. Strategic Overview from Chief Executive** – Mr. Tufo highlighted the Board Development committees will be presenting to the Board in April and May. Mr. Tufo noted that the upcoming presentation on Fiduciary, Strategic, Governance, and Community Engagement will provide value to the Board members and support the organization’s long-term sustainability. Mr. Tufo discussed the funding environment with the new proposed budget for the State of Connecticut in which COC may be impacted. Mr. Tufo reiterated the importance of being proactive in advocating to our community’s elected officials, policy makers and leaders so we can continue the work in Stamford.

**F. Resolutions**

**19-03: Authorize Change Order No. 3 to Contract w/ Century Protective Services for Added Funding and Term Extension for Security Guard Services**

- Commissioner Ostwu moved, Commissioner McCullough seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to approve Change Order No. 3 to the contract with Century Protective Services, Inc. for the amount of \$499,861.44, bringing the total to a full five year not to exceed contract amount to \$2,080,132.32; and that further additional funding shall not be exceeded without Board authorization.

The resolution was passed.

Ayes: Courtney Nelthropp  
Bill McCullough  
Richard Ostuw  
Sheila Williams-Brown  
Susan Rutz  
Nays: None

**19-04: Approve 2019 Rent Increase for Oak Park and Lawnhill Terrace**

- Commissioner Ostwu moved, Commissioner Williams-Brown seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Base Rent increase for the State Moderate Rent Program, which includes Lawnhill Terrace and Oak Park, is adopted effective May 1, 2019 and continuing thereafter, subject to final approval by the State or CHFA as applicable.

The resolution was passed.

Ayes: Courtney Nelthropp  
Bill McCullough  
Richard Ostuw  
Sheila Williams-Brown  
Susan Rutz  
Nays: None

**19-05: Adopt Payment Standards for the Housing Choice Voucher Program (Section 8) to comply with HUD FY2019 Fair Market Rent Calculations.**

- Commissioner McCullough moved, Commissioner Rutz seconded.

Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Housing Choice Voucher Program Payment Standards for new and current participants are hereby adopted effective March 1, 2019.

The resolution was passed.

Ayes: Courtney Nelthropp                      Nays:    None  
      Bill McCullough  
      Richard Ostuw  
      Sheila Williams-Brown  
      Susan Rutz

**19-06: Housing Choice Voucher Program (Section 8) Proposed Schedule for Allowances for Tenant Furnished Utilities and Other Services**

➤ Commissioner Ostuw moved, Commissioner McCullough seconded.

Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Housing Choice Voucher Program Payment Standards for new and current participants are hereby adopted effective March 1, 2019.

The resolution was passed.

Ayes: Courtney Nelthropp                      Nays:    None  
      Bill McCullough  
      Richard Ostuw  
      Sheila Williams-Brown  
      Susan Rutz

**G. Executive Session**

As part of the Board Development plan, Susan Rutz met with members to discuss the draft of the Fiduciary responsibilities.

**H. Adjournment**

At 7:00 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard  
Executive Director